

PLANNING AND LAND USE DEPARTMENT

The Planning and Land Use Department interprets and enforces laws and codes that have been adopted by the city of Santa Fe, advises on long and short range planning and development issues, and provides responsive, accurate and responsible customer services. The purpose of these codes is to provide minimum standards to safeguard life, limb, health, property and public welfare. The Santa Fe City Code provides enforcement of the uniform building code, mechanical code, electrical code, uniform plumbing code, zoning and land use code and other relevant code sections such as weed, litter and noise.

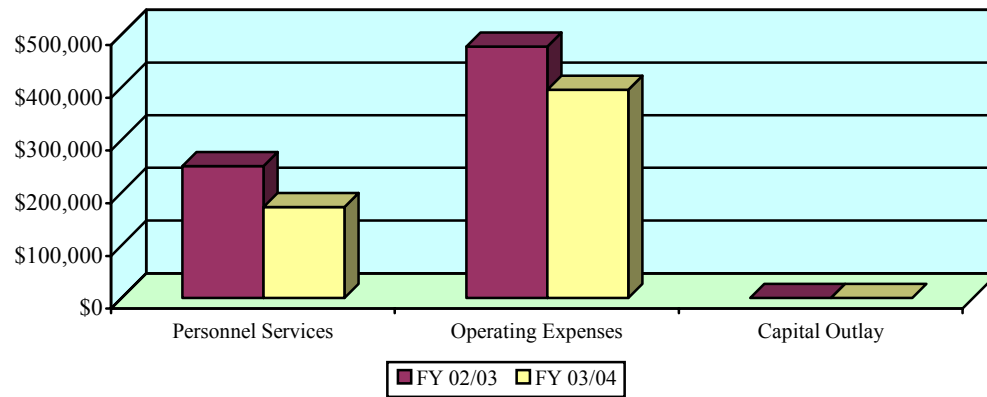
<u>Administration</u>	<u>Appropriation: \$ 667,383</u>
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Through Inspections and Enforcement, Permit and Development Review, and Planning, the Director is responsible for developing and delivering the various services that are provided to the public. One of the main objectives of the department is to streamline all internal processes and improve communication with other departments, the Mayor, City Council, and the public.

For FY 2003/04, the General Fund provides financial support for the salaries and benefits of the Director and one staff member, and the entire department's general liability and fleet-physical insurance coverage. The Administration budget for 2003/04 also includes support for the Regional Planning Authority.

<u>POSITION/CLASSIFICATION</u>	<u>FY 02/03 ACTUAL</u>	<u>FY 03/04 BUDGET</u>
Department Director	1 – EX	1 – EX
Office Manager	1 – EX	1 – EX
Small Business Ombudsman	<u>1</u> – CLFT	<u>0</u> – CLFT
TOTAL:	3	2

EXPENDITURE CLASSIFICATION



	FY 02/03 <u>REVISED</u>	FY 03/04 <u>APPROPRIATION</u>
Personnel Services	\$ 249,843	\$ 172,318
Operating Expenses	576,944	495,065
Capital Outlay	<u>45</u>	<u>0</u>
 TOTAL:	 \$ 826,832	 \$ 667,383

Inspection & Enforcement

Appropriation: \$ 1,222,254

The Inspection and Enforcement Division safeguards the health, safety and welfare of the citizens of Santa Fe by inspecting structures under construction to guarantee that they are built according to established minimum zoning, grading, drainage, structural, mechanical, plumbing, and electrical standards, and ensures these structures are sound, safe and sanitary. Existing commercial buildings are also inspected to ensure they meet minimum standards.

Inspection and Enforcement includes the following functions:

<u>Administration</u> - To oversee operations for General Construction, Electrical Inspection, Mechanical Inspection, Complaints and Site Inspection sections	\$ 189,895
<u>General Construction</u> - To inspect ongoing construction for compliance with approved plans, construction practices, approved materials and workmanship	274,717
<u>Electrical Inspection</u> - To inspect methods and materials of electrical installations, connections, alterations or repairs to guard against substandard construction	134,279
<u>Mechanical Inspection</u> - Assures the public and contractors that all work being done meets the uniform plumbing code and the uniform mechanical code	228,944
<u>Complaints</u> - To ensure compliance with Santa Fe City codes relating to building, weed, litter, wastewater, general environmental standards, snow/ice removal, and noise violations	196,000
<u>Site Inspections</u> - Responds to and daily inspects zoning, grading and drainage complaints, certificate of occupancy, home occupancy, and subdivision infrastructures, and serves as direct contact for public inquiries regarding zoning and terrain management enforcement	<u>198,419</u>
	\$ 1,222,254

2002/03 Operational Highlights:

- Computerized complaints for better tracking, and established the Construction Industries Appeal Board with ongoing staff support.
- Implemented a staff training and certification program for zoning and the Unified Building Code.
- Assisted the Water Division in conducting Stage 3 Water Emergency enforcement inspections.
- Completed 40,000 inspections and investigated 20,000 complaints.

2003/04 Goals and Objectives:

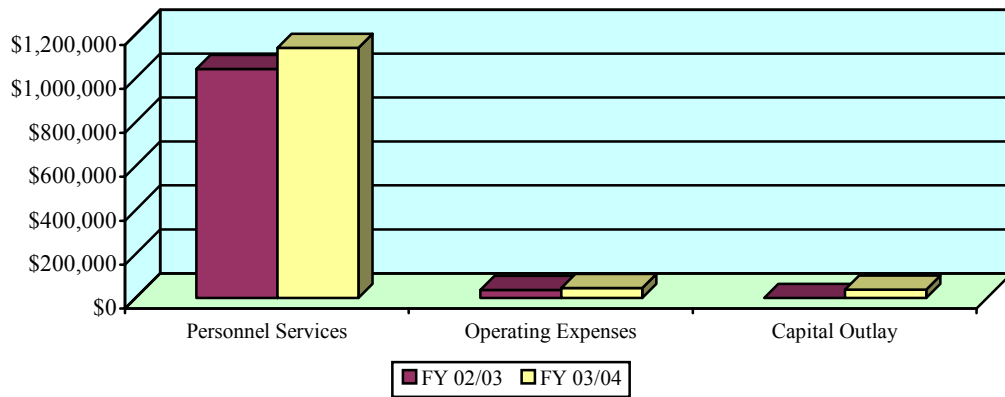
- Improve scheduling and increase the volume and quality of inspections by computerizing inspection field data entry, and reduce the required travel and in-office time for inspectors.
- Continue to improve the handling and response to zoning complaints by computerized tracking and documented follow-through.
- Institutionalize Santa Fe Community Collage and building code interpretations that are fair, reasonable and further the goals and policies of the General Plan and the city's Economic Development Plan with particular regard to encouraging infill, mixed-use development and affordable housing.

Budget Commentary:

The General Fund provides funding support for the salaries and benefits of 18 employees and operating expenses related to building, electrical and mechanical inspections. The capital outlay appropriation for FY 2003/04 is for replacement of two inspectors' vehicles that have reached the end of their useful service lives.

<u>POSITION/CLASSIFICATION</u>	<u>FY 02/03 ACTUAL</u>	<u>FY 03/04 BUDGET</u>
Inspection & Enforcement Division Director	1 – CLFT	1 – CLFT
Administrative Assistant	1 – CLFT	1 – CLFT
Administrative Secretary	1 – CLFT	1 – CLFT
Construction Inspector	6 – CLFT	6 – CLFT
Construction & Inspection Supervisor	3 – CLFT	3 – CLFT
Ordinance Enforcement Supervisor	1 – CLFT	1 – CLFT
Ordinance Enforcement Specialist	1 – CLFT	1 – CLFT
Planner Senior	1 – CLFT	1 – CLFT
Site Inspector	2 – CLFT	2 – CLFT
Zoning Inspections Manager	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	18	18

EXPENDITURE CLASSIFICATION



	FY 02/03 <u>REVISED</u>	FY 03/04 <u>APPROPRIATION</u>
Personnel Services	\$ 1,041,507	\$ 1,137,953
Operating Expenses	37,035	45,801
Capital Outlay	<u>0</u>	<u>38,500</u>
 TOTAL:	 \$ 1,078,542	 \$ 1,222,254

Permit and Development Review (PDR) is responsible for providing engineering plan, subdivision plat, development plan, and building permit reviews, subdivision construction inspection, site planning, and flood plain administration. PDR also serves as staff liaison to the City Planning Commission, the Summary Committee, the Board of Adjustment, the EZC (Extraterritorial Zoning Commission), the EZA (Extraterritorial Zoning Authority), the Capital Improvement Advisory Committee, and the Construction Industry Advisory Committee.

2002/03 Operational Highlights:

- Instituted “over the counter” and 24-hour turnaround for small residential project building permit reviews.
- Implemented a ten-day turnaround for post development approval reviews.
- Developed a collaborative planning program in conjunction with Santa Fe County.
- Established the Water Budget Administrative Office to give the building community the opportunity to build during the drought and make way for new water demand by retrofitting toilets, resulting in water savings.

2003/04 Goals and Objectives:

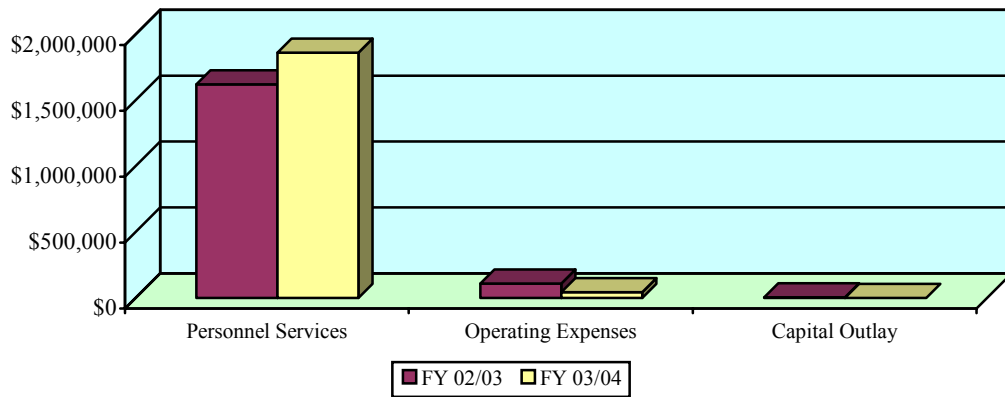
- Implement the Community Development Land Parcel Management Program, a computer system that will enable greater access to information, including plat conditions and geographic information systems (GIS) data, thereby improving the division’s efficiency and effectiveness.
- Complete adoption, implementation and enforcement of the proposed Terrain and Stormwater Management Regulations.
- Continue to refine the building permit system and development review processes to expedite these processes and provide smoother case management.
- Formalize a policies and procedures manual to assure consistent code interpretations and policies.
- Continue to work with the Planning Division on substantive revisions to Chapter 14 of the City Code.
- Assist in the implementation and enforcement of the federally-mandated Clean Water Act/National Pollution Discharge Elimination System (NPDES) Phase 2 requirements.

Budget Commentary:

For FY 2003/04, the General Fund operating budget for Permit and Development Review includes the salaries and benefits for 30 positions. Also included are operating expenses associated with permit and development review activities. Major expenses include salaries/benefits and a \$10,000 appropriation to pay for software development for the Water Budget Administrative Office Retrofit Program.

<u>POSITION/CLASSIFICATION</u>	<u>FY 02/03 ACTUAL</u>	<u>FY 03/04 BUDGET</u>
Permit & Development Review Division Director	1 – CLFT	1 – CLFT
Administrative Assistant	1 – CLFT	2 – CLFT
Administrative Secretary	1 – CLFT	1 – CLFT
Building Permit Operations Manager	1 – CLFT	1 – CLFT
Building Permit Specialist	3 – CLFT	3 – CLFT
Building Permit Expeditor	1 – CLFT	1 – CLFT
Building Permit Supervisor	1 – CLFT	1 – CLFT
Building Plan Reviewer	3 – CLFT	3 – CLFT
City Land Management Specialist	1 – CLFT	1 – CLFT
Clerk Typist	0 – TCF	1 – TCF
Database Specialist	0 – TCF	1 – TCF
Engineer Supervisor	1 – CLFT	1 – CLFT
Engineer Technician Senior	2 – CLFT	2 – CLFT
Permit Technician	1 – CLFT	1 – CLFT
Planner	1 – CLFT	1 – CLFT
Planner Senior	4 – CLFT	4 – CLFT
Planner Supervisor	1 – CLFT	1 – CLFT
Planner Technician Senior	1 – CLFT	1 – CLFT
Project Manager	0 – CLFT	1 – CLFT
Special Projects Administrator	1 – CLFT	1 – CLFT
Zoning Review Specialist	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	26	30

EXPENDITURE CLASSIFICATION



	FY 02/03 <u>REVISED</u>	FY 03/04 <u>APPROPRIATION</u>
Personnel Services	\$ 1,620,810	\$ 1,860,099
Operating Expenses	111,398	44,523
Capital Outlay	<u>6,301</u>	<u>0</u>
 TOTAL:	 \$ 1,738,509	 \$ 1,904,622

Planning

Appropriation: \$ 1,025,739

The purpose of the Planning Division is to advise the Mayor and City Council, City Manager, city departments and appointed committees on long- and short-range planning and development issues; to prepare public policies relating to land use, growth, urban design, cultural resources, economic transportation, and social services; and to facilitate public participation in the elaboration of such policies.

2002/03 Operational Highlights:

- Continued to implement the General Plan, especially through Chapter 14 Phase I revisions.
- Completed Phase I of the Southwest Area Plan in collaboration with Santa Fe County.
- Successfully adopted the Highway Corridor Plan and Revised Street Standards.
- Obtained a grant of \$271,000 from the EPA for a Stormwater Management Pilot Project.
- Initiated the first phase of the commuter rail project.

2003/04 Goals and Objectives:

- Implement the Impact Fee program.
- Institute and enforce the Landscape and Site Planning Ordinance.
- Develop supplementary standards for “big-box” retail stores.
- Initiate mixed-use zoning.
- Adopt and continue to provide General Plan Amendment revisions to Chapter 14.

Budget Commentary:

The FY 2003/04 General Fund operating budget is \$663,908, which includes funding for staff salaries and benefits, printing costs for several publications and contractual services expenses relating to planning activities.

Grant funding in the amount of \$16,000 from the Department of the Interior through the State Historic Preservation Grant Fund (2707) will provide support for an on-going resurvey of historic buildings.

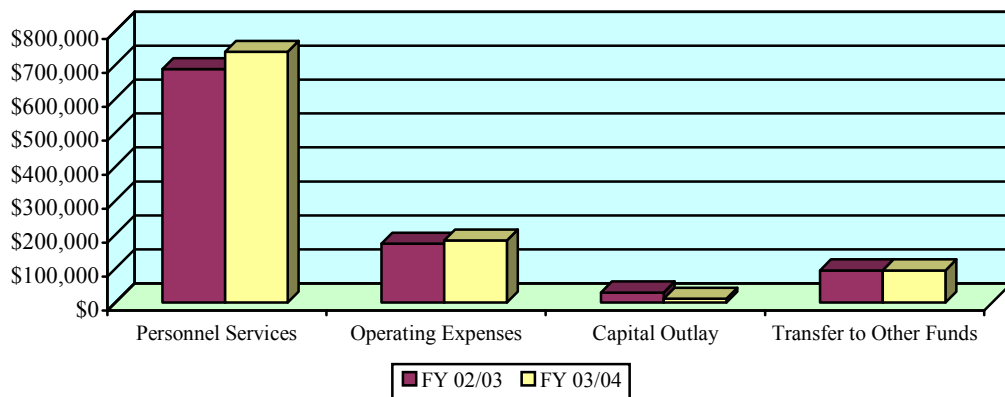
The Geographic Information System (GIS) operating budget of \$107,974 is supported from the GIS Fund (3346).

The Transportation Grant Program budget is \$221,857, which reflects the combined funding total from the UMTA Grants (Funds 2324 and 2325) and supports three staff members.

The Planning Division also utilizes an appropriation of \$16,000 from permit collections in the Archaeological Fund (2706) for the continuation of the Plaza Archaeological Excavation Project.

<u>POSITION/CLASSIFICATION</u>	<u>FY 02/03 ACTUAL</u>	<u>FY 03/04 BUDGET</u>
Planning Division Director	1 – CLFT	1 – CLFT
Administrative Assistant	1 – CLFT	1 – CLFT
Construction Inspector	1 – CLFT	1 – CLFT
Planner	1 – CLFT	1 – CLFT
Planner Senior	3 – CLFT	3 – CLFT
Planner Senior	1 – TGF	1 – TGF
Planner Supervisor	1 – TGF	1 – TGF
Planner Supervisor	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	10	10

EXPENDITURE CLASSIFICATION



	<u>FY 02/03 REVISED</u>	<u>FY 03/04 APPROPRIATION</u>
Personnel Services	\$ 687,113	\$ 737,466
Operating Expenses	173,164	182,145
Capital Outlay	29,645	11,551
Transfer to Other Funds	<u>94,577</u>	<u>94,577</u>
TOTAL:	\$ 984,499	\$ 1,025,739